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Secretary

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September 15, 2000

**MEMORANDUM**

**PERSONNEL MEMO 00 - 15**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:**

  
Carol M. Palmore, Secretary

**SUBJECT: Educational Verification**

Kentucky Revised Statute 18A.110(7)(c) authorizes the Secretary of the Personnel Cabinet to determine the relative fitness of applicants for positions, including verification of their education and experience. In consultation with the Personnel Council, we are instituting effective November 1<sup>st</sup>, 2000 a streamlined process for verifying newly hired employees' education. This will replace the current process in which the Register issues up to four notification letters to personnel executives/administrators and the new employees requesting that they submit documentation of their education. The process is outlined below.

**Educational Verification Procedures**

**Step 1.** When applicants apply, counselors in Staffing Services will request documentation of their education. If the documentation is not furnished with the application, the counselor will issue the applicant a letter requesting the credentials be submitted within 30 calendar days.

**Step 2.** For those individuals who have not verified their education upon employment, the Register will issue a letter to the agency personnel designee and forward a copy to the new employee. This letter will outline the education that must be verified within 90 days of the employee's first day of work, and request that the educational verification be forwarded to the Register through the agency designee.



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**Step 3.** The agency personnel designee is responsible for obtaining and forwarding education credentials of a new employee, along with an educational verification form to the Register Branch by the end of the first 90 days of work.

**Step 4.** If the education is not verified or if the agency does not request a substitution of experience for education if allowed by the end of the 90-day period, the new employee will automatically be decertified from the payroll. **NOTE:** The agency personnel designee can request that experience be substituted for education where allowed by contacting the Register Branch prior to the end of the initial 90-day work period.

The Division of Staffing Services will be in touch with you concerning your personnel designee to whom you wish the request for educational verification forwarded.

If questions arise, please contact David Cooke, Deputy Commissioner for Personnel Administration, at 502/564-6920 ext. 2633/[David.Cooke@mail.state.ky.us](mailto:David.Cooke@mail.state.ky.us), Wanda Searcy, Manager of the Employment Counseling Branch, at 502/564-8030 ext. 2629/ [Wanda.Searcy@mail.state.ky.us](mailto:Wanda.Searcy@mail.state.ky.us), or Lucy Wheeler, Manager of the Register Branch at 502/564-6922 ext. 2637/[Lucy.Wheeler@mail.state.ky.us](mailto:Lucy.Wheeler@mail.state.ky.us).

cc: David R. Cooke, Deputy Commissioner  
Department for Personnel Administration

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